

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 35-02

Subject:

DATE: 12/28/87

Sunset Review:

WAIVER AND HONORARIUMS

1. PURPOSE. This directive prescribes policy and procedures for obtaining approval to pay honorariums or waive food/ lodging/tuition costs for visiting instructors, pilot program participants, guest speakers, or other officials.
2. SCOPE. This directive applies to all training programs presented or being developed by the Federal Law Enforcement Training Center whether conducted at Glynco, Marana, or as an export program.
3. REFERENCES.
 - a. Federal Acquisition Regulation (FAR), Part 37, Service Contracting.
 - b. Federal Personnel Manual, Chapter 410, Subchapters 1 and 6.
 - c. Chapter 41, Title 5, United States Code.
 - d. FPMR 101-7, Federal Travel Regulations, as amended, and all supplements.
4. POLICY. Payments of honorariums may be made and waivers of food/lodging/tuition costs for visiting instructors, pilot program participants, guest speakers, or other officials may be granted when the Center will realize meaningful benefits in instructional or other support services. Waivers may be for all or part of Center provided food/lodging costs of tuition expense. Appropriate approvals as outlined in Paragraph 5 must be obtained before a commitment is made by any Center official to pay an honorarium, waive food/lodging/tuition expense or pay any other costs associated with a waiver of honorarium.
5. PROCEDURES.
 - a. Waiver of Food/Lodging/Tuition Costs and/or Payment of Travel Costs.

(1) Center Advanced Programs. Assistant Directors OGT/OST/MO/OSL may approve requests to waive tuition of on-Center food/lodging costs for personnel from government agencies attending a Center Advanced program. Program Managers must submit requests for waivers in writing to the Assistant Director under whose management control the programs falls. Requests must outline costs to be waived/paid by the Center and contain a brief cost/ benefit statement documenting benefits to be realized by granting the waiver (see Attachment 1).

(2) Basic Training Programs and Waivers for Private Sector Personnel. The Deputy Director may approve requests to waive tuition and/or on-Center food/lodging costs for Basic Training programs or for private sector personnel attending Center programs. Requests for waivers shall be in writing; set forth costs to be waived /paid by the Center; and contain rationale in support of the waiver (see Attachment 2). Program Managers will submit requests to the Deputy Director through the appropriate Assistant Director.

(3) Waivers of Food/Lodging Costs for Detailed or Visiting Instructors.

(a) Waivers of food/lodging costs for instructors assistance beyond the scope of a specific program in order to meet other unexpected instructional demands must be approval by the Deputy Director (Example: long-term (30 days or longer) detail resulting from an agency build up.)

(b) Containing waivers of food/lodging/tuition costs which are part of a "scholarship" program to supplement Center staff must be approved by the Director. That approval can be for the term of the "scholarship" program but must be renewed annually. (Example: Firearms Instructor Training Program (FITP) Scholarships.)

(c) Requests must be in writing from the Program Manager through the appropriate Assistant Director. Each request must set forth costs to be waived/paid by the Center and outline the benefits to be realized (see Attachment 3 and 4). In the case of the scholarship program, once it is approved, including a specific number of participants, individual participant approval can be granted by the cognizant Assistant Director (see Attachment 1).

(4) Waivers of On-Center Food/Lodging Expense for Non-Instructor Contractor Personnel. Waiver of food/lodging expense for non-instructor contractor personnel may be granted when the Center will realize measurable cost savings from

such a waiver. Requests will be made in writing to the Assistant Director (Administration) and shall set out the cost savings to the Center (see Attachment 5).

(5) Travel/Per Diem Expense. Any request involving the payment of travel/per diem expenses must be approved by the Deputy Director.

(6) On-Center Housing. All waiver requests which include Center provided housing must be coordinated with the Planning and Allocation Staff (SCH), Office of Administration. Requestors shall contact SCH when developing the costs of a request to ensure availability of on-Center housing.

b. Honorariums.

(1) Requests to pay honorariums to visiting instructors or guest speakers must be approved by the Deputy Director. All requests will be in writing and shall disclose the daily rate upon which the honorarium is based. Costs to be waived/paid by the Center, including travel/per diem costs must be itemized in the request (see Attachment 6). [NOTE: Federal employees may not receive dual compensation from the performance of official duties.]

(2) Daily rates for honorariums will be negotiated on an individual basis with each visiting instructor. Negotiated rates should not exceed \$200/day. Proposed daily rates which exceed \$200/day, or honorariums paid to one individual for any one program segment which will exceed \$1000 (excluding travel costs), must be approved by the Director.

(3) Purchase orders shall be used when obligating the Center to pay an honorarium. Purchase orders must include the cost of the honorarium plus any related travel expenses the Center is obligated to pay under agreements with guest speakers/visiting instructors.

(4) Honorarium payments will be calculated on a per "day of business" basis. Under this method of reimbursement, guest speakers/visiting instructors are generally compensated for actual days spent at a training site providing support services. However, travel time to and from training location and/or documented course preparation time may be compensated for if essential to acquiring the needed service and advance. Course preparation and travel time involving partial days will be reimbursement using quarter days.

6. RESPONSIBILITIES.

a. The Director, Deputy Director, and Assistant Directors are responsible for reviewing and approving requests to waive tuition/food/lodging expense, or to pay travel and per diem expense or honorariums based on policy outlined this directive.

b. Program Managers shall:

(1) ensure a copy of an approved waiver/honorarium request is forwarded immediately upon receipt to the Chief (Planning and Allocation Staff) and the Chief (Financial Operations Division);

(2) capture/track cost of waivers/honorariums for programs under their management control. Costs shall be tracked by program and include honorarium fees, Center food/lodging/miscellaneous expense and any travel expense (e.g. per diem, air fare, etc.); and

(3) report waiver/honorarium costs, by program, to the Budget Analyst (Office of Administration) by October 15 each year.

c. The Budget Analyst, Budget and Finance Division, Office of Administration will prepare/provide a consolidated annual report, by program, of waiver/honorarium costs to the Deputy Director/Director by November 1 each year.

7. OFFICE OF PRIMARY INTEREST. Office of Administration

Charles F. Rinkevich
Director

Attachments (6)

Current versions of these 6 sample memos are available from the Budget & Finance Division.